Organizational Meeting Agenda – January 2, 2013

1. Pledge of Allegiance

2. Town Board Appointment:
   Motion to appoint Jason Cassalia

3. Zoning Board of Appeals Appointment:
   Motion to appoint Henry McIntosh (5 years expiring 12/31/17)

4. Zoning Board of Appeals Chairman Appointment:
   Motion to appoint Henry McIntosh (1 year expiring 12/31/13)

5. Planning Board Chairman Appointment
   Motion to reappoint Fred Gilbert (1 year expiring 12/31/13)

6. Planning Board Appointment
   Motion to appoint Susan Moliski (7 years expiring 12/31/19)

7. Planning and Zoning Board Attorney:
   Motion to appoint Harris Beach, PLLC and authorize Supervisor to enter into a contract.

8. Town Engineer
   Motion to appoint Miller Engineering and authorize Supervisor to enter into a contract.

9. Town Attorney Appointment:
   Motion to appoint Harris Beach PLLC as attorney for the Town and authorize the Town Supervisor to enter into a contract.

10. Town C.P.A. Appointment
    Motion to appoint Matthew Dunn, C.P.A. and authorize Supervisor to enter into a contract.

11. Town Information Technology Services Appointment:
    Motion to appoint Garam Group and authorize Supervisor to enter into a contract.

12. Marriage Officer Appointment:
    Motion to appoint Allison Edsall

13. Records Officer Appointment:
    Motion to appoint Allison Edsall

14. SEQR Officer Appointment:
    Motion to appoint Barbara Smith at a salary of $2000/annually

15. Safety Coordinator Appointment:
Motion to appoint William Miller at a salary of $1000/annually

16. Historian Appointment:
Motion to appoint Barbara Rivette

17. Deputy Supervisor Appointment:
Motion to appoint John Loeffler

18. Health Insurance Split:
Motion to approve the health insurance premium split for non-collective bargaining unit members as 84% paid by the Town and 16% paid by the employee, and for the Town Board and Judges (active and retired) the health insurance premium split is 60% (Town)/40% (employee/retiree).

19. Board Rules and Procedures
Motion to accept Board rules and procedures.

20. Procurement Policy:
Motion to adopt the procurement policy.

21. Prepaid Expenses:
Motion to approve the Supervisor to authorize prepayment of utilities, phone and employee benefits.

22. Meetings:
Motion approving the following officers or their designees to attend meetings and be reimbursed:

Supervisor	Receiver of Taxes
Town Board	Town Manager
Town Clerk	Assessor
Codes Enforcement Officer	Town Planning Board
Highway Superintendent	Town Zoning Board of Appeals
Clerk to Town Justice	Recreation Department
Town Justice	Police Department

23. Association of Towns Spending Limit:
Motion to set the maximum reimbursement limit for the Association of Towns' annual meeting as follows: meals at $35 per day with receipts, plus hotel, registration fee and bus fee ($80 maximum bus fee can be applied to other travel expenses).

24. Delegate to the Association of Towns' Annual meeting:
Motion to appoint Edmond Theobald as delegate to the Association of Towns' Annual meeting and Jason Cassalia as an alternate delegate.

25. Motion to set the reimbursement for meals when traveling on behalf of the Town as follows:

    $35/per day for all meals with receipts.

26. Holidays:

    Motion to approve the following holidays as official Town holidays:

New Year's Day	Tuesday, January 1, 2013
Martin Luther King Day	Monday, January 21, 2013
Presidents' Day	Monday, February 18, 2013
Good Friday (1/2 day)	Friday, March 29, 2013
Memorial Day	Monday, May 27, 2013
Independence Day	Thursday, July 4, 2013
Labor Day	Monday, September 2, 2013
Columbus Day	Monday, October 14, 2013
Veterans' Day	Monday, November 11, 2013
Thanksgiving Day	Thursday, November 28, 2013
Day after Thanksgiving	Friday, November 29, 2013
Christmas Eve (1/2 day)	Tuesday, December 24, 2013
Christmas Day	Wednesday, December 25, 2013

27. Committee and Department Liaison assignments:

    Motion to approve the following committee assignments:

Committee	Chairperson	Member
Budget & Finance	Nick Marzola	John Loeffler
Buildings and Grounds	Vince Giordano	
Community & Economic Development/Chamber of Commerce	Karen Green	John Loeffler
Consolidation & Intermunicipal Cooperation Task Force	David Marnell, Sr.	Vince Giordano
Fire & EMS	Nick Marzola	Jason Cassalia, Alternate (Fire & EMS Consol. Study)
Libraries	David Marnell, Sr.	
Recreation/ Community Events	Karen Green	Vince Giordano

Personnel & Employee Relations	David Marnell, Sr.	Vince Giordano
Professional Services	Nick Marzola	David Marnell, Sr.
Technology	Nick Marzola	John Loeffler
Police Committee	John Loeffler	Karen Green

Motion to approve the following Liaison assignments:

Assessor	David Marnell, Sr.
Highway	Nick Marzola
Justice	Jason Cassalia
Planning & Development	Vince Giordano
Police	John Loeffler and Karen Green
Recreation	Karen Green
Town Clerk	Jason Cassalia
Receiver of Taxes	Vince Giordano

28. Banks:

Motion to approve the following list of official banks:
M&T Bank
Key Bank of New York
JP Morgan Chase
Alliance Bank
Pathfinder Bank
Investments – Savings & Certificate of Deposit
A model investment policy was adopted 11/26/97
First Niagara

29. Veterinary Services Contract:

Motion to authorize Town Supervisor to enter into a contract for veterinary services with Dr. Chapman.

30. Town Board meeting schedule:

January 9, 2013	July 10, 2013
January 23, 2013	July 24, 2013
February 13, 2013	August 14, 2013
February 27, 2013	August 28, 2013
March 13, 2013	September 11, 2013
March 27, 2013	September 25, 2013
April 10, 2013	October 9, 2013
April 24, 2013	October 23, 2013
May 8, 2013	November 13, 2013

May 22, 2013	November 27, 2013
June 12, 2013	December 11, 2013
June 26, 2013	December 26, 2013 (Thursday)

31. Town Board Budget Workshops:

September 7, 2013	8:00am
September 14, 2013	8:00am
September 21, 2013	8:00am

32. Mileage Reimbursement:
    Motion to approve mileage at 56.5 cents per mile for business miles driven

33. Highway Agreement document:
    Motion to enter into the annual agreement to spend Town highway funds

34. Approve Highway Map, Highway Specification and Highway Agreement
    Motion to approve Highway Map, Highway Specifications and Highway Agreement

35. Official Town Newspapers:
    Motion to designate the *Eagle Bulletin* as the official Town newspaper and the *Post Standard* as the alternate

36. Insurance:
    Motion to authorize the Town to ratify existing contracts for Officers and Public Officials insurance with Haylor, Freyer and Coon

37. Salaries:
    Motion to approve salaries as listed here and in the approved budget

Supervisor	Edmond Theobald	$36,301
Deputy Supervisor	John Loeffler	$ 1,000
Councilor	John Loeffler	$11,466
Councilor	Nick Marzola	$11,466
Councilor	David Marnell, Sr.	$11,466
Councilor	Vincent Giordano	$11,466
Councilor	Karen Green	$11,466
Councilor	Jason Cassalia	$11,466
Highway Superintendent	Robert Cushing	$70,387
Secretary to H'way	Janet Vollmer	$31,360
Town Clerk	Allison Edsall	$44,699
Deputy Clerk	Deborah Demmon	$29,333

Receiver of Taxes	Laurie Peschel	$38,278
Assessor	Patrick Duffy	$73,054
Assessment Clerk	Cristine DelFuoco	$38,167
Clerk	Sharon Lake	$13,751
Appraiser	Philip Murray	$44,590
Real Prop. Aide	Joseph Lesnau	$27,000
Justice	Salvatore Pavone	$32,301
Justice	Robert O'Leary	$32,301
Clerk	Kimberly Amidon	$39,426
Clerk	Jennifer Abbott	14.61/hour
Rec. Director	Peggy Kenyon	$59,303
Rec. Supervisor	Kristine Zingaro	$44,737
Secretary	Jacqueline Maher	$24,452
Custodian	William Miller	$25,424
Town Manager	Ann Oot	$ 21.85/hour
Secretary to Super.	Lisa Baleno	$30,831
Trash/Brush Liaison	Sharon Lake	$13,751
Codes Enforcement Officer	Michael Jones	$46,818
Clerk	Barbara Smith	$38,589
Town Historian	Barbara Rivette	$ 2,700
Planning Chairman	Fred Gilbert	$ 3,090
Planning Board	7 members @	$ 3,471 per year
Secretary	Barbara Smith	$ 257 per meeting
ZBA Chairman	Henry McIntosh	$ 114 per meeting
ZBA	4 members @	$ 83 per meeting
Secretary	Lisa Baleno	$ 206 per meeting
TMEC Chairman	John Loosman	$
Secretary TMEC	Lisa Baker	$
Police Committee	Allison Edsall	$ 100 per meeting
SEQR Officer	Barbara Smith	$ 2,000

Part Time (hourly)

Crossing Guard	Richard Weber	$12.50/hour
Crossing Guard	Kristy Houghton	$12.50/hour

Crossing Guard	Beverly Boland	$10.20/hour
Codes Enforc. Officer	David Weber	$17.34/hour
Tax Clerk	Mary Esposito	$12.90/hour
Tax Clerk	Katherine Clay	$12.90/hour
Deputy Town Clerk	Paulette Weber	$17.39/hour
Court Clerk	Eileen Grimm	$13.80/hour
Fire Inspector	David Corbett	$16.15/hour
Electrical Inspector	Joseph Conklin	$19.44/hour
Board of Assessment	Ann Kelly	$45.00/hour
Board of Assessment	William Kendrat	$40.00/hour
Board of Assessment	William Massey	$40.00/hour
Recreation Leader	Darlene Houghton	$11.41/hour
Recreation Leader	Joanne Smith	$12.99/hour
Recreation Attend.	Katherine Evans	$ 9.37/hour
Recreation Attend.	Mark Kenyon	$ 9.28/hour
Recreation Attend.	Thomas Kenyon	$ 7.55/hour
Recreation Attend.	Albert Smith	$ 9.18/hour

Town of Manlius Police

Chief	Francis Marlowe	$89,231
Captain	Brian Ackerman	80,923
	Kevin Schafer	80,923
Sergeants	John Beattie	65,812
	Joseph Peters	65,812
	Jeffrey Peckins	65,812
	Jeffrey Slater	65,812
	Tina Marie Stanton	65,812
Police Officers	Adam Bezek	49,547
	Michael Bort	60,872
	Beth Brainard	60,872
	Mark Buzzard	60,872
	Leo Capria III	60,872
	Ross Carnie	52,380
	Christopher Cushman	60,872
	Brian Damon	60,872
	Daniel Filip	52,380
	James Gallup	60,872
	Drew Greeley	60,872
	Anthony Gucciardi	52,380

	Shawn Gwilt	60,872
	Kenneth Hatter II	60,872
	Alexander Hebert	55,199
	Rebecca Kammar	60,872
	Benjamin Kapusta	52,380
	Benjamin Lesperance	60,872
	Jonathan Morticelli	55,199
	Angela Palmer	60,872
	Jeremy Reynolds	60,872
	Zachary Shute	60,872
	Daniel Tyrel	60,872
	Christopher Updike	58,987
	Bryan Watkins	49,547
	Stephen Watkins	60,872
	Kerri Wolongevicz	52,380
	Christopher Wood	60,872

Clerk 1	Sharon Barkauskas	17.55/hour
Clerk 1	Linda Nyman	17.55/Hour
Clerk 1	Anne Marie Orso	17.55/hour
Clerk 1	Lynn Rybinski	17.55/hour
Clerk 1	Mary Alice Boyke	19.04/hour
Community Service Officer	Lindsay Sullivan	17.55/hour
Mechanic	Paul Chapman	24.46/hour
Custodian	Susan Smith	11.04/hour
Custodian PT	Nicholas Capria	8.74/hour
Custodian PT	Kyle Stanley	8.74/hour

Police Officer Salary Level

Entry Level	$45,297
Step 1	$49,547
Step 2	$52,380
Step 3	$55,199
Step 4	$58,987
Step 5	$60,872

Sergeant Salary Level

Entry Level	$64,383
Step 1	$65,812

Longevity Compensation

After 5 or more years	$ 1,000
After 8 or more years	1,300

After 11 or more years	1,600
After 14 or more years	1,900
After 17 or more years	2,100
After 20 or more years	2,400
After 25 or more years	2,700

Town of Manlius Highway

Name	Hourly Rate
Frederick Ager	$22.82
Monty Albanese	23.45
John Barnwell	23.45
David Barnwell	20.95
William Beeman	23.81
Thomas Burns	22.82
Jon Card	23.45
David Daniels	22.37
Chris Dardaris	23.81
Christopher Dardaris	22.28
Peter Dougherty	26.13
Brian Edwards	24.33
Albert Emmons	20.95
Thomas Emmons	22.28
Todd Emmons	23.99
David Hale	23.45
Lewis Hepp	24.26
Joseph Mapstone	22.73
Nathan May	22.01
Robert Nicholas	22.01
Matthew Pilcher	21.83
Matthew Raterman	22.28
Paul Stewart	23.23
Jeffrey Taylor	21.65
Randall Troast	22.28

38. Handbook:

Motion to ratify employee handbook

39. Code Fee Schedule:

Motion to ratify fee schedule

40. Town Clerk Fee Schedule:

Motion to ratify fee schedule

41. Safety Grant

Motion to authorize Town Supervisor to sign and submit Highway Safety Grants for 2013.